



## **Universal Banker Position - Hourly**

This position will have a variety of responsibilities within customer service, new accounts and teller transactions. Other responsibilities may include tasks within deposit operations and processing NACHA files, exception items and other daily time sensitive tasks.

### **Position responsibilities will include the following:**

- Accept checks for cash and processes withdrawals, processes customer deposits, issues negotiable instruments, places holds as necessary, generates customer receipts and follows all bank policies and procedures and transaction handling guidelines.
- Assist with the ongoing client support of bank products and services delivery channels such as online banking, cash management products, remote deposit, mobile deposit and lock box
- Open new accounts for business and personal clients
- Assist Business Development Officers with new account opening and onboarding
- Provide a high level of customer service to ensure that each client receives a good experience during their interaction.
- Perform business development activities, which may require travel to/from client locations or between the Phoenix and Scottsdale offices.
- Run and maintain a teller draw and process client deposits, withdrawals and other client transactions as requested.
- Reviewing and processing daily system reports and files such as ACH, wires, ATM settlements and exception items
- Assist with the processing and balancing of wire transfers
- Assist in monthly branch certifications
- Ensure all appropriate policies and procedures are followed during daily tasks
- Perform general maintenance on accounts such as research, aiding customers in overdraft situations, and changing addresses.
- Other duties as assigned

All candidates must be comfortable receiving ongoing performance feedback. Ability to work in team oriented environment moving toward common and individual goals. Excellent interpersonal skills in order to effectively communicate with customers and teammates maintaining high service standards. Strong attention to detail in order to maintain cash drawer and adhere to all bank policies and guidelines. Ability to recognize and refer cross sell opportunities that strengthen customer/bank relationship.

**EXPERIENCE:** Prior teller experience required, new account experience preferred.

**SALARY:** Up to \$45,000 annual starting salary (depending on experience)

**EDUCATION:** High School diploma and 2 years prior experience in banking

**SKILLS:** Desire and willingness to learn; continuously seek self-improvement and must

**Location: Scottsdale, Arizona**

Candidates please contact Jennie Timlin at 602.280.9413

*Republic Bank of Arizona is an equal opportunity employer that provides team members an inclusive, supportive and equitable environment.*

*Republic Bank of Arizona has earned a five star "Superior" rating from Bauer Financial.*